



# LOS ANGELES COUNTY COMMISSION ON HIV

3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748

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## OPERATIONS COMMITTEE MEETING MINUTES

December 16, 2010

Approved  
1/20/2011

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/ CONSULTANTS
Nettie DeAugustine, <i>Co-Chair</i>	Sergio Aviña	David Kelly	Juhua Wu	Craig Vincent-Jones
Mike Johnson, <i>Co-Chair</i>	Karen Peterson	Jocelyn Woodard		Nicole Werner
Michael Green	Robert Sotomayor			
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- 2) **Minutes:** Operations Committee Meeting Minutes, 8/19/2010
- 3) **Minutes:** Operations Committee Meeting Minutes, 9/16/2010
- 4) **Minutes:** Operations Committee Meeting Minutes, 10/5/2010
- 5) **Minutes:** Operations Committee Meeting Minutes, 10/21/2010
- 6) **Minutes:** Operations Committee Meeting Minutes, 11/4/2010
- 7) **Table:** Los Angeles County Commission on HIV, Membership Roster, 11/9/2010
- 8) **Table:** Commission on HIV, Overall Attendance Percentages, January - June 2010
- 9) **Table:** Los Angeles County Commission on HIV, Operations Committee, FY 2010 Work Plan, 12/16/2010
- 10) **Table:** Los Angeles County Commission on HIV, Consumer Caucus, FY 2010 – 2011 Work Plan, 12/16/2010
- 11) **Table:** Los Angeles County Commission on HIV, Comprehensive Training Program (CTP), Goals/Learning Objectives, 12/16/2010
- 12) **Memorandum:** Interview Questions for New Commission Member Candidates, 12/5/2010
- 13) **Form:** New Member Application Evaluation and Scoring Form, 12/5/2010
- 14) **Form:** Renewal Application Evaluation and Scoring Form, 12/5/2010
- 15) **Commissioner Application:** David Kelly, 12/16/2010
- 16) **Commissioner Application:** Jocelyn Woodard, 12/16/2010
- 17) **Commissioner Renewal Application:** James Chud, 10/21/2010
- 18) **Commissioner Renewal Application:** Jeffrey Goodman, 10/21/2010
- 19) **Commissioner Renewal Application:** Stephen Simon, 10/21/2010
- 20) **Commissioner Renewal Application:** Robert Sotomayor, 12/16/2010

1. **CALL TO ORDER:** Mr. Johnson called the meeting to order at 12:45 pm. He noted that Fredy Ceja automatically transferred to the Executive Committee with his election to an Executive Committee At-Large seat.
2. **APPROVAL OF AGENDA:**  
**MOTION #1:** Approve the Agenda Order with candidate interviews moved up (**Passed by Consensus**).
3. **APPROVAL OF MEETING MINUTES:**  
**MOTION #2:** Approve Operations Committee Meeting minutes (**Postponed**).
4. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
5. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
6. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.

## Operations Committee Meeting Minutes

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### 7. MEMBERSHIP APPLICATIONS:

#### A. Candidate Interviews:

- Ms. DeAugustine noted all new candidates are interviewed. Returning candidates are only interviewed if the Operations Committee or the candidate requests it. Interviews during this meeting will use the newly revised scoring sheets and question guidance.
- Mr. Kelly was interviewed. His application will be held until all candidates being considered for the Consumer SPA 4 seat are interviewed in January.

#### B. Candidate Nominations:

- Regarding the attendance matrix, Ms. Werner noted the number of assigned Commission and/or committee meetings varies among individuals, e.g., some might be expected to attend 28 meetings during January – June 2010 while others would only be expected to attend 6. The attendance percentage is that for each individual's assigned meetings.
- Mr. Vincent-Jones added the attendance matrix does not reflect whether an individual was present for the entire meeting.
- Mr. Chud did not meet the minimum threshold score of 35 and so could not be re-nominated. His term has expired, but standard operating County procedure is that an individual retains his/her seat until replaced or the individual resigns. Currently, there is a candidate who has qualified for the Consumer SPA 4 seat, and additional candidate who is scheduled for an interview at the next Operations Committee meeting.
- Mr. Goodman's application could not be moved forward because a second application had not been received for the Provider SPA 5 seat. Standard procedure is to consider two applications for each seat. Sharon Chamberlain, his Alternate, should also submit an application.
- Ms. Wu asked if candidates may appeal decisions. Mr. Vincent-Jones responded that there are no appeals, but added that all decisions go to the Commission and Board for approval, so can be questioned in those venues.
- ➡ Mr. Vincent-Jones will check with the County Counsel on the process to vacate a Commission member from a seat in which the term has expired .
- ➡ Operations chose to forward the following appointment recommendations to the Executive Committee for confirmation to forward the following nominations to the Commission: Stephen Simon, City of Los Angeles seat; Jocelyn Woodard, Consumer SPA 1 seat, and Robert Sotomayor, Consumer SPA 1, Alternate seat.

### 7. CO-CHAIRS' REPORT: Nominations will be opened in January for Mr. Johnson's Operations Committee Co-Chair seat pursuant to his election as Commission Co-Chair and its automatic position as Executive Committee Co-Chair.

#### A. Committee Work Plan Review:

- ➡ Reschedule the meeting to develop a Latino Task Force work plan for January. Members include: Mr. Aviña, Al Ballesteros, Mr. Johnson.
- ➡ Reschedule the Evaluation Tool Work Group for January. Members include: Ms. DeAugustine, Mr. Johnson, Ms. Peterson.

#### B. Consumer Caucus Work Plan: This item was postponed.

### 9. ORDINANCE 3.29: This item was postponed.

### 10. COMPREHENSIVE TRAINING PROGRAM (CTP): This item was postponed.

### 11. MEMBERSHIP MANAGEMENT: This item was postponed.

### 12. ALTERNATE OPERATIONAL RESOURCES: This item was postponed.

### 13. NEXT STEPS: There was no additional discussion.

### 14. ANNOUNCEMENTS: There were no announcements.

### 15. ADJOURNMENT: The meeting was adjourned at 2:45 pm.